

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3763

**TITLE:** PARK/RECREATION SPECIALIST I

**GRADE:** S-19

**DEFINITION:**

Under general supervision, manages and supervises a specific activity, function, or program at a recreation center or major natural resource/historical park; **OR** manages and supervises a community, teen, or senior center facility; **OR** acts as overall assistant manager and supervises clubhouse activities at a multiple course golf complex; **OR** acts as assistant supervisor for the operation and programming for a major component of a recreation center or natural resource or historical park; **OR** supervises a unit responsible for the maintenance of numerous athletic fields or parks within an area or the repair and/or light construction in a group of parks or a golf course; **OR** supervises a more specific county-wide maintenance function; **OR** acts as program coordinator for one or more areas of countywide class or tour programs; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Park/Recreation Specialist I class is distinguished from the Park/Recreation Specialist II class in that the Park/Recreation Specialist I manages a **specific activity, program, or function** at a park facility; or **assists with the supervision** of the operation and programming of a major component of a recreation center or major natural resource/historical park, whereas the Park/Recreation Specialist II plans, coordinates, supervises, and evaluates a **comprehensive set of programs** for a community service area at a recreation, community, teen, senior center or special center-based therapeutic activities; or **supervises (not just assists with) the operation and programming** of a major component of a recreation center.

The Park/Recreation Specialist I class is distinguished from the Park/Recreation Assistant in that the Park/Recreation Specialist **I manages a specific activity, program, or function** at a park facility or within a group of parks or **serves as assistant supervisor** for the operation and programming of a major component of a recreation center or major natural resource/historical park; or conducts selected activities at a center specifically designed for seniors or teens; or acts as program coordinator for one or more areas of countywide class or tour programs whereas the Park/Recreation Assistant **assists with the organizing, coordination and scheduling of programs**; or assists in the day-to-day operations and delivery of services in a recreation, teen, community, or senior center, or park facility.

**ILLUSTRATIVE DUTIES:**

**General Duties**

Plans, coordinates, schedules, supervises, and evaluates the operations and maintenance of the assigned facility or facilities;  
Hires, trains, supervises, schedules, and evaluates staff;  
Plans, schedules, and conducts specialized on-site staff training;  
Completes and submits various financial, administrative, and statistical reports;  
Identifies, recommends, and writes justifications for budget components such as capital equipment submissions;

Adheres to revenue and expense limits, goals, and guidelines for specialized areas of supervision;  
Authorizes purchase requests and invoices for payment;  
Inspects facilities and grounds for safety hazards and operational deficiencies, recommends improvements, and initiates corrective measures;  
Responds to public inquiries and concerns;  
Participates in the development and implementation of community outreach plans to target underserved populations and to increase overall program participation;  
Analyzes and evaluates service in terms of individual and community needs;  
Performs administrative functions at a facility, including budget preparation, recruitment of volunteer staff, maintenance of records necessary to the operation and evaluation of center programs, and report preparation.  
Manages operation, staff, maintenance and vendors of a Park or Athletic field mowing crew within a geographic area of Park facilities.  
Manages operations, maintenance, safety and staff associated with park forestry.  
Inspects tree conditions for safety and proper maintenance and report required corrective action.

**Programming**

Plans, organizes, supervises, and schedules specialized activities and programs sponsored by the park, recreation, teen, community, or senior center in cooperation with residents and related agencies;  
Schedules, coordinates, and evaluates class, camp, and tour programs held at parks, centers, schools, government facilities, and private vendor locations;  
Coordinates and schedules sports leagues and tournaments;  
Coordinates planning, scheduling, and billing for day and overnight trips and tours.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of recreation center and /or park management;  
Knowledge of fiscal record keeping and inventory procedures;  
Knowledge of aquatics, grounds maintenance, horticulture, agriculture, cultural or historic resources, or other specialized area as appropriate for the duties of the position.  
Ability to use a personal computer, applicable software and peripheral equipment;  
Ability to direct and coordinate the work of subordinate staff and volunteers;  
Ability to plan, develop, and administer recreation programs or community activities;  
Ability to maintain effective relationships with employees and citizen groups;  
Ability to prepare a variety of administrative reports;  
Ability to communicate effectively both verbally and in writing;

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Graduation from an accredited two-year college or university with an associate's degree in recreation, park management, therapeutic recreation, or a closely related field,  
PLUS two years' related experience in recreation center, park, athletic field, golf course operations, or community-based program coordination or a related field, as applicable to the position.

**CERTIFICATES AND LICENSES REQUIRED:**

One or more of the following may be required as applicable to the position:

Commercial Driver's License;

Motor Vehicle operator's license;

Food Sanitation Certificate, within 90 days of appointment;

Fairfax County Pool Operators License, with 90 days of appointment;

National Pool and Water Park Lifeguard Training Program Certificate, within 90 days of appointment (Aquatics only);

First Aid and CPR certification, within 90 days of appointment.

**NECESSARY SPECIAL REQUIREMENTS:**

None.

REVISED: April 11, 2006

REVISED: November 2, 2004

REVISED: March 19, 1998

REVISED: January 12, 1987